Planning Facilitation

Effective facilitation requires pre-planning. To get started, facilitators can use the Unit Facilitation Planning Worksheet. A completed sample of the worksheet is also available. The following is a partial list of things to consider when planning your facilitation of the *Roadmap* curriculum.

Participants

⇨ Who are your participants? What sort of diversity does your group have (e.g. age, experience, ability or disability, gender, ethnicity…)? How will this affect your facilitation?

⇨ What sort of energy level can you expect from participants? Have they already had a long day before you facilitate?

⇨ What experience do they have with being civically engaged prior to going through the curriculum? How will this affect their reactions to the curriculum?

Resources

⇨ Do you have the supplies needed for the activities in the *Roadmap*? If so, where can they be stored until you're ready to use them? If not, how will you plan around them?

⇨ Do you need an interpreter during facilitation?

⇨ Do you have adequate space for the activities?

⇨ Do you have enough time to facilitate thoughtfully?

Materials

⇨ Are your materials (e.g. handouts, posters) accessible to all participants? Will they easily be able to see, read, and/or use them as they're meant to be used?

⇨ Do your materials show respect towards different cultures within our society and accurately reflect the diversity of our society? Do they demonstrate cultural competency?

⇨ Do all of your materials complement each other?

Delivery

⇨ How can you best accommodate the diversity of your participants?

⇨ Do you have back-up plans in case an activity doesn't work out for any reason?

⇨ Do you know extra energizers to raise participants' energy levels if needed?

⇨ If you have a group facilitating, are they all rotating roles and responsibilities?

⇨ What different roles do you need people to play (e.g. recorder, time-keeper)? If you don't have enough facilitators to fill these roles, can your participants help fill them?

⇨ Are all of the facilitators comfortable with the roles they're playing at any given time during the facilitation?

⇨ Do you have time built in to debrief the different activities, games, art projects, etc.?

⇨ Do you have time built in to generate feedback from participants on the process?